

# **COCONINO COUNTY BOARD OF SUPERVISORS**

## **ORDINANCE NO. 2004- 1**

### **COCONINO COUNTY STREET NAMING AND STANDARD ADDRESSING ORDINANCE**

#### **SECTION 1: TITLE**

This Ordinance shall be known and may be cited as the Street Naming and Addressing Ordinance for the County of Coconino, Arizona.

#### **SECTION 2: DEFINITION OF TERMS**

See Appendix A.

#### **SECTION 3: PURPOSE AND JUSTIFICATION**

1. This Ordinance is to enhance the effective and rapid location of properties by public safety personnel, including law enforcement, fire, rescue, and emergency medical services personnel in the unincorporated areas in Coconino County. This Ordinance is further designed to eliminate duplicate or phonetically similar street names, to provide for the uniform marking of streets and roadways, and to provide for the assignment of numbers for all properties and structures throughout the County.
2. The following are major objectives of this Ordinance:
  - a. To provide a means for expedient emergency response by fire, police, rescue, medical and any other emergency services;
  - b. To establish a property location that will serve as Emergency 911 locator;
  - c. To assist in the proper delivery of mail, utility and other services;
  - d. To provide property owners and the county with a convenient, accurate and systematic means of identifying property;
  - e. To name new streets and rename existing streets to eliminate conflicting or duplicate names in order to provide for efficient emergency services; and
  - f. To support the County move to the enhanced Emergency 911 locator.

#### **SECTION 4: SCOPE**

1. This Ordinance shall apply to and govern each and every lot, parcel or tract of land and structure thereon, within the County of Coconino outside of incorporated cities, and towns and Indian reservations. The incorporated cities, and towns and Indian reservations may participate in the project to further the scope of the project. The proposed addressing grids provide a countywide coverage to enable implementation of a single standard addressing system throughout the county including both incorporated and unincorporated areas.
2. All parcels existing as of the time of the adoption of this Ordinance will be assigned a primary structure number and vacant properties will also be assigned numbers to be held in reserve for future use.

**SECTION 5: ADMINISTRATION**

1. This Ordinance shall be administered by the County Manager through his/her designee.
2. The Coconino County Community Development Department shall process applications for address assignments.
3. The Coconino County Geographic Information Systems Department shall be responsible for administration of the standards in this Ordinance, the maintenance of all maps and data related to addressing; and will determine if the assignment of names and numbers conforms to the Ordinance standards.

**SECTION 6: STREET NAMING STANDARDS AND PROCEDURES**

1. All roads that serve two or more properties with different owners will be named regardless of whether the ownership is public or private.
2. A road name assigned by the County shall not constitute or imply acceptance of the road into the county system.
3. No two roads will be given the same name in the same addressing grid (e.g., Pine Road and Pine Lane).
4. No two roads should have similar-sounding names in the same addressing grid (e.g. Beach Street and Peach Street) in order to assist the public in pronouncing the name in emergency situations.
5. The following applies to new roads only:
  - a. All public roadways which are greater than 2 miles in length and that generally follow neither an east-west, nor north-south direction will be called a Road.
  - b. All public or private roadways that generally run east and west, but may end in a dead end, will be called a Street.
  - c. All public or private roadways that generally run north and south, but may end in a dead end, will be called an Avenue.
6. Suffix Designations:
  - a. Major arterial street: Road, Boulevard, Avenue, Street, Parkway.
  - b. Local through street: Road, Drive, Lane, Way, Avenue, Street.
  - c. Short street or cul-de-sac: Way, Court, Place, Circle.
  - d. Street Abbreviations (two and three character street types):

ACCESS	AC	LANE	LN
ALLEY	ALY	LOOP	LP
AVENUE	AVE	OVI	OVI
BEND	BND	PARKWAY	PKY
BOULEVARD	BLV	PASS	PAS
BRIDGE	BRG	PATH	PAT
CIRCLE	CIR	PIKE	PIK
COURT	CT	PLACE	PL
COVE	CV	RIDGE	RDG
CREEK	CRK	ROAD	RD
CROSSING	CNG	ROUTE	RTE
DRIVE	DR	STREET	ST
DRIVEWAY	DWY	STRIP	STP
FREEWAY	FWY	TRAIL	TRL
FREEWAY RAMP	RMP	VISTA	VIS

GLEN  
HIGHWAY

GLN  
HWY

WAY

WAY

#### 8. Prohibited Street Names

- a. Street names which are difficult to pronounce or names with unconventional spelling.
- b. Street names which are over thirty characters in total length, including spaces, but not including suffixes.
- c. Street names which are similar to the name of an existing subdivision in the same addressing grid unless the street lies within that same subdivision.

### **SECTION 7: STREET NUMBERING STANDARDS AND PROCEDURES**

1. The county will be divided into 10 addressing grids. Existing grids will be extended to cover areas without established addresses and to avoid changing the existing addresses as much as possible.
2. Official property numbers shall proceed from a logical point of origin. Each grid will have a point of origin as a zero starting point for address numbers. (Appendix B)
3. Allowances shall be made for vacant properties in order that numbers may be properly assigned for future development.
4. One property identification number shall be assigned, at an interval of 5.28 feet (the equivalent of 1000 addresses for each mile of roadway).
5. Numbers will be assigned along both sides of a road. Odd-numbered addresses will be assigned on the North side of East-West streets and on the East side of North-South streets. Even- numbered addresses will be assigned on the South side and West side, respectively. (Appendix B)
6. Numbers shall be established from the center of the driveway on the front entrance to the road or the center of the structure. In the event where front of house and driveway are on two different streets, location of driveway will determine an access street for address assignment.
7. The number is determined by putting the distance measurement of the structure into a formula. (See Appendix C)
8. Every parcel will be assigned a distinct number. The number will be assigned to the structure with the principal use.
9. Manufactured home spaces in parks shall have unit numbers throughout the park.
10. Numerals placed on mailboxes for U.S. Postal Service identification shall not be a substitute for the property address.
11. In the event that two or more roads in the same addressing grid have the same name, the following criteria will be used to rename the roads:
  - a. If the roads serve approximately the same number of houses, the road which existed first under its existing name shall continue to use its existing name. If the order of creation cannot be established, decision will be made using an unbiased random method.
  - b. If one road serves more houses than the other road; the road with more houses will retain the right to continue to use its existing name.

In addition to the criteria above, the County will also assess impacts of the change in street name. Street with greatest impact will retain its name.

12. An address number assignment is required prior to the issuance of a building permit.
  - a. It will be the duty of the builder or developer to obtain an assigned number from the Coconino County Community Development Department. This will be done at the time of the building permit submittal.
  - b. Prior to the approval and recording of a final plat, all proposed lots must have a physical address and be indicated on the final plat. After approval of a preliminary plat map and before submittal of a final plat, the developer shall submit a street naming proposal to the Coconino County Community Development Department, which will include:
    1. A map of the overall tract illustrating street layout, the name proposed for each street; and
    2. An alphabetical list of the proposed street names, together with at least one alternate name for each name proposed.

### **SECTION 8: STREET SIGNAGE PROGRAM**

1. The Board of Supervisors, upon adoption of this Ordinance, shall institute a program for the installation and maintenance of street name signs. The County will only be responsible to install signs on the county maintained roads.
2. All properties are required to display the assigned street number in the manner described in this Ordinance.
3. Street numbers shall be displayed so as to be conspicuously visible on the street from both directions. If the sign on a structure is not clearly visible from a street, it must be displayed near the street. Size requirements for street name lettering is described in section 8.7 of this Ordinance.
4. Improvements under construction will display a temporary sign.
5. If structure is not visible from the street, the number shall be displayed at the access entrance.
6. Any incorrect address shall be removed and replaced with the correct number by the property owner within 6 months of notification of the correct address by Coconino County Geographic Information Systems. It shall be the duty of the owner of a structure to post the correct address number of that structure in accordance with the street name sign standards.
7. Street signs shall conform to latest edition of the Manual on Uniform Traffic Control Devices (MUTCD), U.S. Department of Transportation Federal Highway Administration, which is a set of required standards for all public agencies. All signs installed by Public Works will meet the MUTCD requirements. To comply with the MUTCD, lettering on street name signs must be at least 6" for upper case and 4.5" for lower case. The signs shall be a minimum of 10" by 24" and a maximum of 20" by 54". Abbreviated lettering to indicate the type of street may be smaller lettering, at least 3" high. Size of letters for signs on private streets shall meet the MUTCD size requirements. If other MUTCD standards, such as color and background, are not conformed on private streets, letters must be of a color contrasting with a reflective background. It is also recommended to use white letters on green background. Any person who does not conform with the standards in this Ordinance waives any and all recourse against the County and assumes all liability resulting from noncompliance with these standards.

**SECTION 9: PUBLIC NOTICE AND IMPLEMENTATION**

1. The implementation of this Ordinance will be done incrementally on a community by community basis.
2. The Coconino County Board of Supervisors and staff shall make reasonable efforts to ensure that the public is notified of the existence of this Ordinance.
3. Coconino County shall ensure, through cooperative efforts with the United States Post Office, that each structure owner or occupant is notified of the Ordinance on a community by community basis.

**SECTION 10: ENFORCEMENT**

1. It shall be unlawful for any person(s) to:
  - a. Name or designate the name of any public road, neighborhood public road, private easement, private subdivision street or private manufactured home park road in the unincorporated areas of Coconino County, outside of incorporated cities, and towns and Indian reservations, without compliance with this Ordinance.
  - b. Erect any street sign on any roadway, public or private in the unincorporated areas of Coconino County, outside of incorporated cities, and towns and Indian reservations, which does not meet the specifications in this Ordinance.
  - c. Name a private street or road which duplicates or is substantially similar to the name of an existing street or road within the unincorporated areas of Coconino County but outside of incorporated cities, and towns and Indian reservations.
2. If, for any reason, a property owner or resident fails to comply with this Ordinance, they shall be deemed to have assumed the risk of not receiving emergency assistance in an expeditious manner.
3. The Board of Supervisors shall appoint a hearing officer to hear and determine addressing violations. Individuals determined by the hearing officer to be violating any provision of this Ordinance shall be held liable for an addressing violation and which is punishable by a civil sanction.
4. This Ordinance will be enforced by the Board of Supervisors through the Coconino County Geographic Information Systems Department and the Coconino County Community Development Department.
5. The enforcement will be done on a community by community basis; and will start 180 days after notification of the correct address has been given under this Ordinance. There will not be any penalty imposed during this transition period of 180 days.

**SECTION 11: PENALTY**

1. All violations of this Ordinance shall result in the assessment of a civil penalty and shall fall under the jurisdiction of a county hearing officer designated for this purpose, pursuant to A.R.S. 11-808 E & G.
2. For a first violation of this Ordinance, the penalty shall be Twenty-Five Dollars (\$25.00) for an individual person or One Hundred Dollars (\$100.00) for an enterprise. For a second or subsequent violation arising out of the same facts, the penalty shall be One Hundred Dollars (\$100.00) for an individual person or Two Hundred Dollars (\$200.00) for an enterprise.

3. Penalty from first violation of this Ordinance shall be waived if appropriate correction is made within 30 days of notification of the violation.
4. For private roads serving multiple properties under different ownerships, it will be a combined responsibility of all property owners or home owners association, if applicable, to comply with this Ordinance. All violations in such a case shall not be served to an individual but to all the property owners to share the penalty.

**SECTION 12: APPEALS**

Any person found to have committed an addressing violation by the hearing officer may appeal that finding to the Board of Supervisors by filing a petition within twenty (20) days of the decision of the hearing officer. Upon receiving the Notice of Appeal the hearing officer shall, within thirty (30) days, prepare and transmit the record and schedule the appeal before the Board of Supervisors. All other procedures for the hearing and review of hearings will be the same as described in section 7 of the Zoning Ordinance.

**SECTION 13: EFFECTIVE DATE**

This Ordinance shall become effective as of 02-20-2004.

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Matthew G. Ryan, Chair  
Coconino County Board of Supervisors

Attest: \_\_\_\_\_

Deputy Clerk of the Board \_\_\_\_\_

Approved as to form \_\_\_\_\_  
Deputy County Attorney